

Interview Questions to Avoid

Subject	Do Not Ask	You May Ask
Age	What is your date of birth? How old are you?	If hired, can you provide proof that you are at least 18 years of age?
Arrests/Convictions Credit Rating	Have you ever been arrested? Have you ever been charged with any crime? What is your credit rating? Do you own a car?	Have you been convicted of any crime? (If the application form asks for information on convictions, the employer should indicate that a conviction itself does not constitute an automatic bar to employment, and will be considered as it relates to fitness to perform the job in question.)
Citizenship	What country are you a citizen of? Are you or other members of your family naturalized citizens? If so, when did you or they become a U.S. Citizen? Attach a copy of your naturalization papers to your application form.	If hired, are you able to provide proof of eligibility to work in the United States?
Disabilities or Medical Conditions	Are you disabled? Do you have any medical/health conditions (i.e., HIV, AIDS)? Have you ever filed a worker's compensation claim?	Are you capable of performing the essential functions of this position, with or without reasonable accommodation?
Education	Please complete the dates of attendance or completion of elementary or high school.	Do you have a _ degree, and if so, when did you receive it (if required in the posted position, date needed to confirm receipt)?
Gender	Are you male or female?	None
	What are the names and relationships of persons living with you?	None
Marital or Family Status	What is your marital status? What is your spouse's name? What was your maiden name? How many children do you have? Are you pregnant? Do you plan to have children? What day care provisions have you made for your children? How old are your children?	Do you have any commitments or responsibilities preventing you from meeting attendance requirements? Do you anticipate any lengthy work absences? Make sure you ask this question of all applicants.

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National Origin	What is your ancestry, national origin, parentage, or nationality? What is your native language? What is the nationality of your parents or spouse? Do you speak ____? (unless the language is a job requirement)	What languages do you speak or write fluently? (Do not ask unless strictly job related)
Religion and other associations	What is your religious affiliation or denomination? What church (or organizations, clubs, societies or lodges) do you belong to? What is the name of your pastor, minister, rabbi, etc.? What religious holidays do you observe? Do you have obligations to prevent you from working Fridays or Saturdays?	Are you available to work on Saturdays or Sundays if needed? Make sure you ask this question of all applicants.
Residence	Do you own or rent? Give the names and relationships of persons residing with you.	What is your present address?
Race/Color	What is your race? What color is your hair, eyes, or skin?	None